

**Accredited Standards Committee  
INCITS, International Committee on  
Information Technology Standards\*  
INCITS/L3, Audio/Picture Coding**

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**Reply to:  
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**To: NCITS/L3 Members  
From: Chair, NCITS/L3  
Subject: Draft Agenda # 35 INCITS/L3 - Audio/Picture Coding  
2002-09-27 Burlington, Vermont  
Purpose: Information**

**Attached:**

**Draft Agenda for referenced meeting**

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\*Operating under the procedures of the American National Standards Institute  
**INCITS Secretariat, Information Technology Industries Council (ITI)**  
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**DRAFT AGENDA  
INCITS/L3 Meeting # 35  
8:00 AM - 3:00 PM  
Friday, September 27, 2002  
Burlington, Vermont**

1. Administrative
  - 1.1. Call to Order/Welcome/Logistics M. Rubinfeld
  - 1.2. Appointment of Recording Secretary M. Rubinfeld
  - 1.3. Appointment of Parliamentarian M. Rubinfeld
  - 1.4. Chairman's Remarks M. Rubinfeld  
A. Tescher
2. Membership and Attendance
  - 2.1. Introduction of Attendees and New Members
  - 2.2. Roll Call of Members in Jeopardy Due to Failure to Attend Meetings Pete Schirling
3. Membership Report
  - 3.1. Quorum Determination Pete Schirling
  - 3.2. Approval of Draft Agenda (Ref.: NCITS/L3002-69) Mike Rubinfeld  
Preferred, Inc
4. Meeting Planner – Karen Andersen
  - 4.1. Future meeting requirements
  - 4.2. Meeting Fee Evaluation M. Rubinfeld  
Preferred, Inc.
  - 4.3. Future Meetings – INCITS/L3
    - 4.3.1. Meeting #36 2003-01 – 27/31 Hilton Head, SC
    - 4.3.2. Meeting #37 2003-05 – 05/09 Burlington, Vermont
    - 4.3.3. Meeting #38 2003-09 – 15/19 Salt Lake or California
    - 4.3.4. Meeting #39 2004-01 - 19/23 West
    - 4.3.5. Meeting #40 2004-04 – 26/30 Las Vegas, Nevada
    - 4.3.6. Meeting #41 2004-09 – 20/24 Washington, DC
    - 4.3.7. Meeting #42 2005-01 – West (Hawaii??)
5. Treasurer's Report M. McGinty
6. Approval of Past Meeting Reports M. Rubinfeld
  - 6.1. Meeting #34, 2002-04-10/14, Chandler, AZ (L3001-0068.DOC)
7. Reports
  - 7.1. NCITS/L3.2 - SC 29/WG 1 B. Brower
  - 7.2. NCITS/L3.1 - SC 29/WG 11 P. Schirling
  - 7.3. NCITS/L3 - SC 29 A. Tescher
8. Discuss and Approve Delegation Rosters for WG01 and WG11 Mike Rubinfeld
9. Apoint Heads of Delegation for WG01 and WG11 Mike Rubinfeld
10. Review and Approval of Resolutions M. Rubinfeld
11. Review and Approval of Delegation Rosters and HoDs A. Tescher
12. Old Business
  - 12.1. Continuation of Projector volunteer Incentive
  - 12.2. L3 to Host SC29/WG01/WG11 Meeting in December, 2003
    - 12.2.1. Call for donations
    - 12.2.2. Social Night Suggestions
    - 12.2.3. Discussion of \$200/member assessment for 2003 to underwrite the Dec 2003 L3 hosted working group meeting. M. Rubinfeld
13. New Business M. Rubinfeld
14. Review of Action Items Recording Secretary
15. Roll Call M. Rubinfeld
16. Adjournment